



## SUBCONTRACTOR GUIDE – FREQUENTLY ASKED QUESTIONS

1. How does my company get badged to work at DEN?
  - a. Once a contract is awarded, Holder-FCI will work with your firm to complete the DEN sponsorship form. This form establishes your firm as a badged participant on the Holder-FCI Concourse Expansion Program for DEN airport security purposes. If you are a new company doing business at the airport, a New Participant Meeting will be required. For additional information regarding the requirements, please visit:  
<http://business.flydenver.com/bizops/tenServices/security/secNewCompany.asp>.
2. Are there any Site Specific Security requirements for the Concourse Expansion?
  - a. Yes. Access to the Holder-FCI jobsite through the COC (Construction Office Complex) requires enrollment in DEN's Facial Authentication system. There are no additional fees for this, but we will need advance notice to have your company added to the system. Employees will need to have their Facial Scan completed at either Security Office before they will be able to enter through the COC Turnstiles. Please contact Malecia Mayer, [mmayer@holder-fci.com](mailto:mmayer@holder-fci.com) for additional information.
3. Are there special/specific insurance requirements for driving on the airside?
  - a. Yes. Unescorted airfield driving access will require a \$10,000,000 auto insurance policy. Please see <http://business.flydenver.com/bizops/tenServices/security/secNewCompany.asp> for additional information regarding DEN airport security insurance requirements.
  - b. **As jobsite parking is restricted, Holder-FCI does provide an employee shuttle service for personnel access to the jobsites. Please review the Site Logistics Plan included in the invitation to bid for additional information regarding employee transportation and material handling.**
4. Are there any Site Specific requirements for Airfield Driving?
  - a. Yes. In addition to the insurance requirements above, Holder-FCI will also need a Driving Training Program from your company, and a list of approved drivers and vehicles which will require airfield driving access. Please contact Paul Duke, [pduke@holder-fci.com](mailto:pduke@holder-fci.com) if you need additional information on these requirements.
5. Is there a cost associated with badging my employees?
  - a. Yes, there is a direct cost of \$50 per employee, \$40 for the Federal Background Check, and \$10 for a badge fee. Each employee will be required to make two visits to DEN to complete the badging process. They will also need to renew their badge annually before or on their birthday. Be sure to incorporate estimates for the time and costs required for badging in your overhead. Please note there are additional fees for lost and unreturned badges. For more information on the badging process, visit  
<https://business.flydenver.com/bizops/tenServices/security/index.asp>.
6. What is the ROCIP III Insurance Program?
  - a. The ROCIP III Insurance Program is an owner controlled insurance program for the City and County of Denver. **All subcontractors and subtiers performing work on site are required to enroll in this insurance program.** Additional information regarding this requirement can be found in the Holder-FCI RFP documents under [Exhibit C](#).

7. How do I Enroll in ROCIP? Are there additional requirements?
  - a. Holder-FCI will begin the enrollment process with your firm once a subcontract agreement is executed/signed. Enrollment is completed electronically through the Program Administrator's web portal and is also required of tiered subcontractors. Additional information regarding this requirement can be found in the Holder-FCI RFP documents under [Exhibit C](#). Please contact Malecia Mayer, [mmayer@holder-fci.com](mailto:mmayer@holder-fci.com) should you have additional questions regarding enrollment.
  - b. Once your firm is enrolled in the ROCIP program, all on-site employees must complete a pre-employment drug screen and attend the Holder-FCI Safety Orientation prior to beginning work on site.
  - c. Monthly reporting of worker compensation payroll hours and wages is also required and must be submitted through the Program Administrator's web portal.
8. What are the billing requirements for the DEN Concourse East Expansion Project?
  - a. Holder-FCI is using Textura Payment Management System to process subcontractor applications for payment on the Concourse Expansion Program.
9. Are there Certified Payroll Requirements for the DEN Concourse East Expansion Program?
  - a. Yes. City of Denver prevailing wage rates and requirements apply for all work performed on site. This includes weekly payroll reporting in the City of Denver's LCP Tracker system. Please contact Malecia Mayer, [mmayer@holder-fci.com](mailto:mmayer@holder-fci.com) with any additional questions.
10. Are there small business participation goals or requirements for this project?
  - a. Yes. The DEN Concourse East Expansion Program has a **goal of 24% M/WBE participation**. Our outreach team is dedicated to making sure M/WBE certified firms can connect with opportunities as they roll out, and we also strongly encourage any eligible firms to apply for certification with the City and County of Denver. Maxine Pryor, [mpryor@holder-fci.com](mailto:mpryor@holder-fci.com) and Linda Kelly, [lkelly@holder-fci.com](mailto:lkelly@holder-fci.com) are available to assist with this if needed.
  - b. Please send Letters of Intent for any awarded M/WBE Firms to Linda Kelly [lkelly@holder-fci.com](mailto:lkelly@holder-fci.com) as soon as possible to maintain accurate contract information.
  - c. Visit the Holder-FCI website to learn more about contract awards and to connect with resources on M/WBE training, certification, and Denver's M/WBE database.
11. My firm is not currently M/WBE certified, how do I learn more about becoming certified with the City of Denver's Office of Economic Development Program?
  - a. Please contact our project team members or Maxine Pryor, [mpryor@holder-fci.com](mailto:mpryor@holder-fci.com). You can also visit our website [www.Holder-FCI.com](http://www.Holder-FCI.com) or the City of Denver's website <https://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html> for more information on these opportunities and how to become certified.
12. How do I find out more information about the DEN Concourse East Expansion Projects?
  - a. Please visit our website [www.Holder-FCI.com](http://www.Holder-FCI.com) for additional information and updates on the project overall.
13. How do I get on the Invitation to Bid List?
  - a. Only first-tier prime bidders automatically receive a formal Invitation to Bid, but interested subprime bidders can send us a request to be added to the Invitation to Bid list. You can also visit the Opportunities page on our website for up to date information on bid packages.